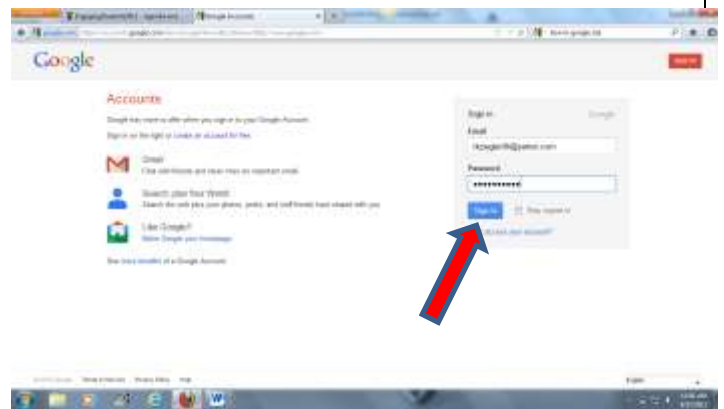


How To Sign in and Start a New Google Site

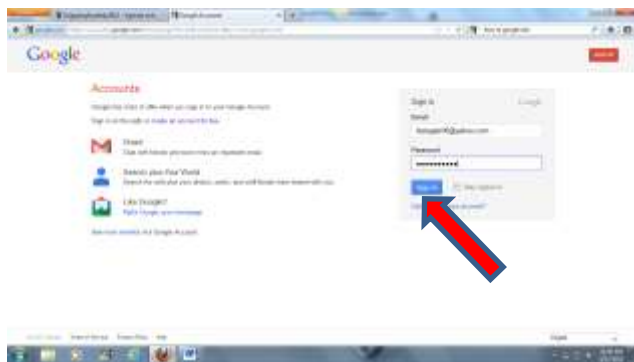
1. Go to www.google.com and click the "sign in button".



2. Enter your username (email that you used to sign in) and password, then click sign in.



3. Enter your username (email that you used to sign in) and password, then click sign in.



4. Click "more", go to the bottom of the list and click "even more."



5. Scroll down to the Home&Office section and click "Sites."



6. Click "Create." Once you have some sites, they will appear here.



7. Select a template. I suggest selecting a blank one until you get the hang of it. Templates are often sites created by other users and not necessarily easily edited.

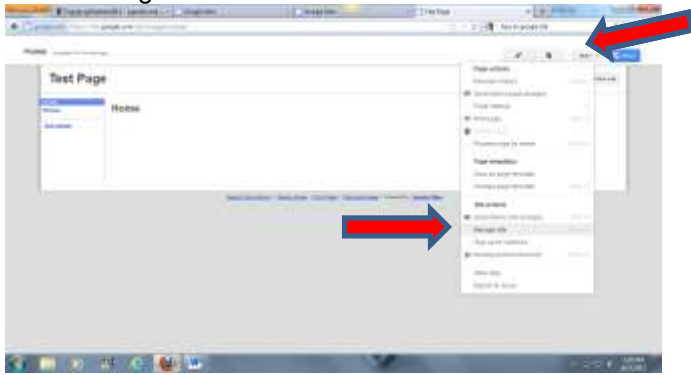
- Name your site (this is the title and will show on your pages)
- Site location: select a short word or phrase. This will be the address people type in to find your page at the end of Google's address.

Ex: <https://sites.google.com/site/YOURSITENAME>

- Enter the text shown and click "Create."



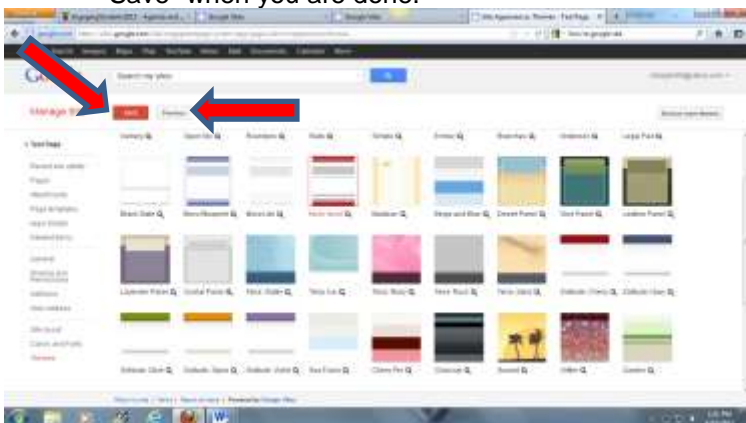
8. You now have a blank site. To choose a theme for your site to make it look fancy, click “More”, then “Manage site.”



9. On the left near the bottom ,down and click “Themes”. Later on, you can play with “page layout” to change how pages are structured and “colors and fonts” to make changes to your theme.



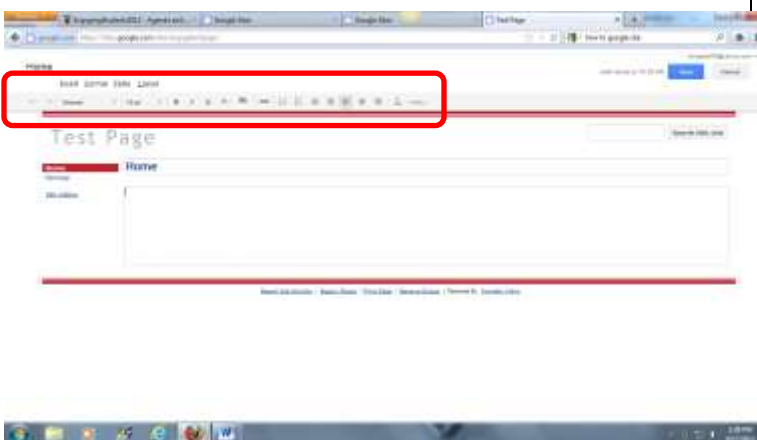
10. You can choose any theme you like and click “Preview” to see how it will look. Don’t worry about picking the perfect one, you can change this at any time even after adding content. Be sure to click “Save” when you are done.



11. **Adding Content:** You can edit your pages by clicking the edit button which looks like a pencil. It will then bring up the editor.



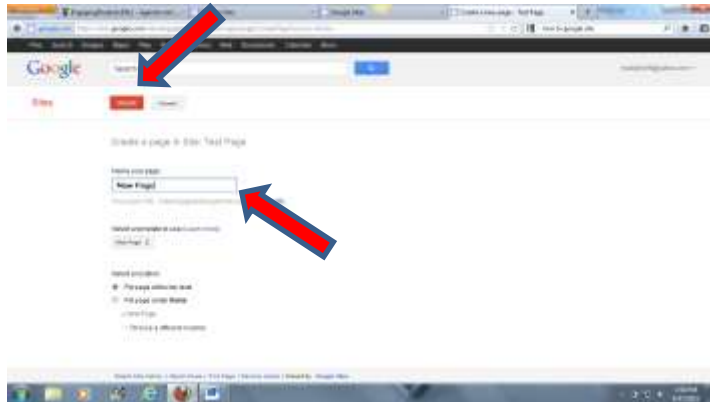
12. You now have a menu that is similar to Word. Go ahead and try it out! You can always make changes. Be sure to click “Save” when done.



13. **Adding Pages:** Right now your site only has one page (the home page). You can add more pages by clicking the new page button that looks like a plus sign. Links to your pages will automatically appear in your navigation menu.



14. Type a name for your new page and select if you would like it at the top level or under another page. This can be changed later as well, feel free to experiment. Be sure to click "Create" when you are done.



15. You will be brought immediately to your new page and the editor will be open. Be sure to click "Save" to save your changes. You can add as many pages as you need.

16. **Signing out:** From your site, at the top right corner you will see your username/email address. Click it and select "sign out."



17. **How do I get back in?**

You can follow steps 1-5 and your new site will appear in your list. OR you can sign in to Google and type the following into the address bar:

sites.google.com

18. **Giving others the address**

You can give the address to others and they will only see what you have put online. They will not be able to edit your page unless you add them.